

Sec. 50-34. - Borrowing rules for library.

Books and other materials may be borrowed from this law library for the use within the County in accordance with the following rules:

(1) *Borrowing privileges.* Persons who may borrow books are:

- a. *Registered borrower.* Any member in good standing of the Bar of Illinois who resides in or has an office in the County and who files an application for a library card and who assumes financial responsibility for all items borrowed on the borrower's card.
- b. *Authorized borrower.* Any person associated with or employed by a registered borrower in the borrower's law office who is authorized by the registered borrower in writing to borrow books upon the financial responsibility of the registered borrower. Such person may be issued an employee's library card good for one year from date of issue on a separate application by the registered borrower. No registered borrower may have more than two employee's library cards outstanding at any time. No person may use an employee's library card to gain admission to this library before 2:00 p.m. of each week day, or on Saturday, except to perform work for the person's employer or to borrow or return books for the person's employer.
- c. *Official borrower.* Any official of the United States or the State who has an office in the County and any person holding a public office in the County, and any subordinate of any of these officials who does work of a legal nature in the performance of the person's official duties. Cards will be issued on application as in Subsections (a) and (b) of this section. No card may be issued under this rule to any person who is eligible for a registered borrower's card.
- d. *Faculty borrower.* Any fulltime teaching member of the faculty of a college or university of higher learning situated in the County who files a proper application for a library card and assumes financial responsibility for any books or other items borrowed.
- e. *Resident borrower.* Any resident of the County who files a proper application and deposits a fee as set forth in Section 32-1 with the library will be issued a library card.
- f. *Temporary resident borrower.* Any resident of the County may borrow not more than two books upon deposit in cash of the value of each book borrowed plus a fee as set forth in Section 32-1 for each book.
- g. *Other libraries.* The librarians of other libraries may borrow books and other materials on inter-library loan if approved by the Executive Librarian.

(2) *Messengers.* A registered borrower may obtain books and other materials by employing a messenger or messenger service authorized in writing by the registered borrower to take possession of the books or other materials on the registered borrower's financial responsibility.

(3) *Loan period.* Ordinarily, books and materials of a philosophical, historical or biographical character may be borrowed for a period of 14 days, and other books and other materials for four days. Books or materials due on a Sunday or other days the library is closed shall not be due until the next day the library is open.

(4) *Books and materials loaned.* Ordinarily, reference books, looseleaf services, digests, citators, and rare books may not be borrowed, and no borrower may have a quantity of books and materials at any time that appears in the judgment of the Executive Librarian to be unreasonable. Books and other materials ordinarily subject to borrowing may, for reasons that appear adequate to the Executive Librarian, be withdrawn from borrowing privileges under conditions at times and for periods determined by the Executive Librarian. No books not readily replaceable may be loaned to a resident borrower or to a temporary resident borrower.

(5) *Fines and charges.* A fine of \$0.25 a day shall be charged to all registered borrowers (including authorized borrowers), faculty borrowers, resident borrowers, and temporary borrowers for each book and/or piece of material; provided that no fine shall exceed the replacement cost of the book or other materials plus \$5.00. If the overdue period exceeds 30 days, the books or other materials shall be deemed lost. All borrowers shall be charged the replacement cost or the value of the book or material lost plus \$5.00. A book or material substantially damaged or defaced shall be deemed lost, unless it may be suitably repaired, in which case a charge equal to the cost of making repairs shall be made against the responsible borrower. Official borrowers shall pay all charges except fines.

(6) *Payment of fines and charges.* As fines and charges become due, they shall be charged against the account of the borrower financially responsible. When books or other materials become overdue the responsible borrower shall be notified and unless the borrower pays the amount due within 30 days of the mailing of the notice, the borrower's right to borrow books or other materials shall be suspended. The borrower may regain borrowing privileges by paying whatever sum is due the library.

(7) *Suspension and terminations.*

- a. Borrowing privileges cease when a borrower no longer qualifies under Subsection (1) of this section.
- b. When the amount due from a borrower exceeds \$25.00, borrowing privileges shall be suspended until the amount due is paid. A borrower who flagrantly and persistently violates the borrowing rules shall have borrowing privileges suspended or terminated by the County Law Library Advisory Board.

(8) *Use of deposits.*

- a. All deposits shall be placed in a County Law Library Receipts and Disbursement Fund. Each deposit shall be returned to the borrower making it, on request, after a period of three months from the date of deposit, less any fines or charges that may be due, provided that all books or materials which have been borrowed have been returned.
- b. The deposits of temporary resident borrowers will be returned when books or other materials which have been borrowed have been returned, less any fines or charges incurred.
- c. Upon involuntary termination of the library privileges of a resident borrower the borrower's deposit shall be returned less any fines and charges which have accrued to the County Law Library.
- d. The County Law Library Advisory Board will examine the roll of resident borrowers annually and terminate the library privileges of each resident borrower who has not taken out

library materials for a two-year period and return the borrower's deposit as provided in Subsections (8)a—c of this section.

(9) *Deposits of fines and charges.* All other moneys received other than deposits shall also be placed in the County Law Library Receipts and Disbursement Fund.

(Code 1980, § 8-7; Res. of 6-20-1967, p. 2388.)